



POSITION TITLE: FACILITIES SERVICES ASSISTANT

SALARY: \$3,816.36 - \$4,737.64 Monthly

OPENING DATE: 6/1/2016

CLOSING DATE: Continuous

EXAM NUMBER: R9683C

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individuals to fill the positions of Facilities Services Assistant.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

Facilities Services Assistants perform semi-technical and coordinative facilities work under general supervision. Incumbents must have the ability to develop strong relationships with court staff and administrators to identify and help prioritize needed maintenance repairs, coordinate repair request, and monitor vendors providing outsourced facilities services. For a detailed job description, please click [HERE](#).

MINIMUM REQUIREMENTS:

To qualify, you **must** meet the requirement upon the final filing date of this bulletin:

Have graduated from high school or G.E.D. equivalent -AND- Three (3) years' recent experience performing on-site building/facilities management duties and functions, including experience in assisting and coordinating office repairs and preparing new facilities for occupancy.

**Substitution: Have graduated from an accredited four-year college or university (Bachelor's Degree) in any subject may substitute for two (2) years of the required experience.*

Note: Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

No out-of-class experience will be accepted.

Licenses; Certificates; Special Requirements

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Frequent travel to multiple locations within Los Angeles County to carry out assigned duties and responsibilities.

***DEGREE VERIFICATION FOR SUBSTITUTION:** To receive substitution credit, a legible copy of your college diploma -OR- OFFICIAL transcripts with the degree posted from the college or university must be submitted within 2 weeks from submitting your online application.

Documentation may be submitted as follows:

- As an attachment to your on-line application. Online attachments must be attached prior to submitting application. Once application is submitted, you will not be able to edit or add document(s). Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person OR by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.

For a list of acceptable accredited institutions or international universities, please visit www.ed.gov, www.chea.org, or www.iau-aiu.net.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit www.naces.org or <http://aice.dharman.net>. Foreign studies turned in without acceptable evaluation will be rejected.

EXAMINATION INFORMATION:

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined through this evaluation process will be invited to participate in the examination process.

Part II: Written exam, weighted 40%, covering Technical Knowledge, English Usage, Reading Comprehension and Interpersonal Skills.

Part III: Oral examination, weighted 40%, covering background and experience, Oral Communication, Interpersonal Skills, Organizational Skills and general ability to perform the duties of the position. **-AND-** Written Assessment, weighted 20%, covering Computer Usage and English Usage.

APPLICATION and FILING INFORMATION:

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to YRodriguez2@LACourt.org

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year and other vacancies may be filled using this list.

Exam #R9683C Facilities Services Assistant

Applications may be submitted online at www.lacourt.org
OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



Facilities Services Assistant Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
☐ Please check the box to indicate you have read and understood the instructions.
 - * 2. Do you have experience working in a public agency?
☐ Yes ☐ No
 - * 3. Please describe your work experience in reading and interpreting floor plans and construction documents? If you have no experience, write N/A.
 - * 4. Please describe your work experience in conducting facility inspections and your role in ensuring that facilities deficiencies are remedied. If you have no experience, please write N/A.
 - * 5. Describe your level of knowledge of governing building codes, as well as regulations and procedures governing building maintenance and safety.
 - * 6. Describe your proficiency level and knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Access)
 - * 7. Are you claiming substitution credit? (Bachelor's degree substituting two (2) years of required work experience)
Please note that your college diploma -OR- official transcript with degree posted date must be submitted within 2 weeks from your application date to receive substitution credit.
☐ Yes ☐ No
- * Required Question